

CONFIDENTIAL
SECURITY INFORMATION

3 October 1952

External Training Rules for Applicant or Candidate
for Training Lasting 60 days or longer and To Be
Subsidized by the Agency
Standards of Office Requirements Desired

1. External training opportunities to be extended as a quota to each division for nominating candidates with the following provisions:
 - a. Appropriate opportunities for general Agency career service training to be offered all ORR divisions.
 - b. Appropriate economic research training quotas to be offered only to the research line divisions.
 - c. Other specialized training opportunities, such as geographic, to applicable divisions only.
2. If division nominee is accepted, the on-duty hour time he will be away must be within the 2% total available time quota per division allocated by the office for external training.
3. The nominee (office or division phase) must be compared as to personal qualifications for the specified external training with at least two other careerists of approximately the same job and responsibility level before nomination.

Standards for Selection of Individual Nominees at the Branch Level

1. Persons applying for training opportunities must give the reviewing authorities a statement of intent to continue with the Agency as a career or applicant's personnel evaluation form must indicate his intent to continue as a careerist.
2. Nominee must have at least two years time with the Agency.
3. Applicant has shown initiative in improving his professional status without Agency help. For instance applicant can itemize courses taken on his own time, or present a list of pertinent books read in his spare time, or other evidence of overtime work towards professional improvement.
4. Applicant will prove that external training can be of direct benefit to the Office by presenting reasonable, logical ~~and~~ arguments which can be documented by course content and achievement expectations.
5. Immediate supervisor must be able to verbally brief reviewing authorities in support of nominee's application, treating fully of the following points.
 - a. Why additional long-term training would be of greater benefit to the Office than the need for applicant's immediate and short-term services.

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- b. Why candidate must have additional training to realize maximum potential in making contributions to his present work, and/or other office responsibilities.
- c. Why candidate is at present indispensable, or vice-versa.
- d. Why candidate should not be transferred to other work and jurisdiction in lieu of formal training.
6. Simple statement by applicant of present area of responsibility.
7. Applicant has necessary background for continued academic training if this is required.
8. No satisfactory alternative at less expense is available.
9. No person or skill is available for position responsibility candidate desires to fill.
10. Applicant must state what type of personal contribution he will make to Agency training subsidization (e.g. time, money, foregoing of promotion, or other).

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